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**Kalamazoo Public Library  
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES  
REGULAR SESSION**

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DATE: May 19, 2003

TIME: 4:00 p.m.

LOCATION: Eastwood Branch Library Meeting Room  
1112 Gayle Street  
Kalamazoo, MI 49001

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**PRELIMINARY BUSINESS**

President Brown called the meeting to order at 4:00 p.m.

Roll Call: Trustees present: Donald Brown, Robert Brown, Loren Dykstra, Lisa Godfrey and  
Rand Johnson. Absent: Doreen Thomas and James Vander Roest.

**I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS**

There were no recognitions, resolutions or communications.

**II. PERSONS REQUESTING TO ADDRESS THE BOARD**

No one addressed the board.

**III. CONSENT CALENDAR**

A. Minutes of the Regular Meeting of April 28, 2003

B. Personnel Items

**Amy Clark** began in the position of half-time library assistant 3, assigned to Oshtemo and Washington Square Branches, Youth and Branch Services on May 1, 2003.

**Beth Timmerman**, half-time librarian I in Adult Services, will increase to .75 time on June 1, 2003. She will pick up half of the half-time librarian position (.25 time) vacated by Pat McKenna this spring. The remaining .25 position vacated by Mr. McKenna has not yet been filled. Ms. Timmerman will spend most of these additional hours at the information desk.

**Fred Peppel** will retire from the position of Community Relations Assistant, Community Relations Office, effective on August 1, 2003. Mr. Peppel joined the staff in 1979 in Technical Services before moving to the CRO when it was created in 1988. Mr. Peppel will continue to do some writing for the CRO on a contractual basis.

The board accepted the minutes and personnel items as presented.

Disposition:

**IV. FINANCIAL REPORTS**

A. Financial Reports for the Period Ending April 30, 2003

**Recommendation:** Director Amdursky recommended the board accept the Financial Reports for the Period Ending April 30, 2003.

**MOTION: THE FINANCE & BUDGET COMMITTEE MOVED AND MS. GODFREY SUPPORTED ACCEPTANCE OF THE FINANCIAL REPORTS AS RECOMMENDED.**

Executive Summary: Mr. Amdursky said a Close Estimate Budget revision will be brought to the June meeting after review by the Finance & Budget Committee.



**MOTION CARRIED 5-0.**

**The Financial Reports for the Period Ending April 30, 2003 were accepted.**

ACTION ITEMS

V. A. Salary Pools for Supervisory/Technical and Administrative Staff for 2003/2004

**Recommendation: The director recommended the board establish pool not to exceed \$55,000 to be used to adjust the Administrative, Department Head and Supervisory/Technical salaries and total compensation elements for fiscal year 2003/2004, divided as shown below:**

<b>Supervisory/Technical:</b>	<b>\$30,000</b>
<b>Administrative/Dept Head:</b>	<b>\$25,000</b>

Executive Summary:

These pools are based on the latest information received, an assumption of 3.4% growth in the library's taxable value and adjustments within salary ranges. Although we have not received final information, most of these dollars will go to pay medical and other benefit increases as well as some small increases in salary for those who have not reached the top of their salary ranges, based on merit. This recommendation is consistent with past practice and with compensation for unionized employees.

The Personnel Committee reviewed and endorses this recommendation.

**MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. BROWN TO APPROVE THE RECOMMENDATION FOR SALARY POOLS AS PRESENTED.**



**MOTION CARRIED 5-0.**

B. Position Reclassification

**Recommendation: Mr. Amdursky recommended the board reclassify the LA 4 position in the Facilities Management office to LA 5, effective at the beginning of the next pay period, June 1, 2003.**

Executive Summary:

This position has been assigned more responsibility and a higher level of expectation to meet the needs of the department. The incumbent and the supervisor completed a classification questionnaire that was reviewed by the Classification Committee for consistency with other library assistant positions.

The cost for this reclassification is about \$100 for the remainder of this fiscal year; for next year, the cost will be about \$1300.

This recommendation was reviewed and is supported by the Personnel Committee.

**MOTION: DR. JOHNSON MOVED AND MS. GODFREY SUPPORTED APPROVAL OF THE POSITION RECLASSIFICATION AS RECOMMENDED.**



**MOTION CARRIED 5-0.**

C. Conversion of Position from Supervisory/Technical to Library Assistant

**Recommendation: Mr. Amdursky recommended the Board convert the supervisory/technical position in the Community Relations Office to library assistant, effective about August 1, 2003.**

Executive  
Summary:

As reported in the personnel items, one of the supervisory-technical positions in the Community Relations Office will be vacant with the retirement of the incumbent August 1. Also as reported in the personnel items, the writing work assigned to this position will be handled on a contractual basis. The work that will remain, as well as some additional work to be assigned to the Community Relations Office, is library assistant (K.P.L.S.P.) work. It is expected the classification will be LA 3.

**MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY DR. JOHNSON TO APPROVE CONVERSION OF THE COMMUNITY RELATIONS SUPERVISORY/TECHNICAL POSITION TO LIBRARY ASSISTANT AS RECOMMENDED.**

Discussion: In response to questions from trustees, Mr. Amdursky indicated there will not be an immediate cost savings as a result of this conversion since some writing will be contracted to Mr. Peppel for a three-year period.



**MOTION CARRIED 5-0.**

C. Purchase Authorization

**Recommendation: Mr. Amdursky recommended the board approve the expenditure of \$51,000 from the 2003/2004 Capital Improvement Plan budget for a back-up server for the integrated library system.**

Executive  
Summary:

This equipment needs to be ordered now in order to receive it as soon as possible after the beginning of the new fiscal year on July 1.

**MOTION: IT WAS MOVED BY MR. BROWN AND SUPPORTED BY DR. JOHNSON TO APPROVE AN EXPENDITURE OF \$51,000 FROM THE 2003/2004 CAPITAL IMPROVEMENT PLAN BUDGET FOR A BACK-UP I.L.S. SERVER.**

Discussion: Trustees wondered why we are finding out about this need now and what the alternatives might be.

The director explained that at the March 2003 SIRSI users conference, peers who have experience with the system recommended that we purchase the server to be used when adding system updates in order to minimize down time to the entire system. The alternative is that the entire system crashes and takes two days to restore every time an upgrade is made. By using the extra server, kinks can be worked out without affecting the entire system during the process.

Ms. Godfrey pointed out that it is unorthodox to approve a revision to a budget that has not yet been approved by the board and suggested revising the current CIP to accommodate this purchase.

Ms. Schiller, Business Manager, indicated there is no allocation for this expenditure in the current budget but that the CIP is a three year budget that includes budgeted income for years two and three, but no specific expenditure line items.

**AMENDED  
MOTION:**

**MS. GODFREY AND MR. BROWN AMENDED THE MOTION TO AUTHORIZE THE REQUESTED EXPENDITURE FROM THE CURRENT YEAR'S CAPITAL IMPROVEMENT PLAN.**




**MOTION CARRIED 5-0.**

REPORTS

D. Budget Discussion

**MOTION:** IT WAS MOVED BY DR. JOHNSON AND SUPPORTED BY MR. DYKSTRA TO MOVE TO A COMMITTEE OF THE WHOLE FOR THE PURPOSE OF DISCUSSING THE BUDGET.

**Roll Call Vote:** Mr. Dykstra – yes; Mr. Brown – yes; Dr. Johnson – yes; Ms. Godfrey – yes; Dr. Brown – yes.

 **MOTION CARRIED 5-0.** The meeting moved to a committee of the whole at 4:20 p.m.

**Presentation:** Mr. Amdursky met with small groups of trustees prior to the meeting to inform them there will be challenges to the 2003/2004 budget due to decreased revenue expectations. In response to those meetings, he distributed the rough costs to provide a variety of services. He also met with library managers to discuss how to achieve a fund balance reserve of between \$250,000 - \$300,000. We expect about \$100,000 in unspent 2002/2003 funds, so need to make up \$150,000 to \$200,000. We currently have 2.75 personnel vacancies (CRO office/1.0 KPLSP, Government Documents librarian/1.0 KPLA, and Law Library Associate/.75 KPLA). If we are able to fill those vacancies internally, that will constitute a savings if we absorb those positions, but it will have an impact on service. Every line item in the budget that is controllable has been tweaked and reduced.

The bookmobile is a very expensive service to provide and is one area where there is a level of service duplication. Considered were closing down the bookmobile altogether, reducing hours to summer only, or a year-round service reduction. It will likely be necessary to reduce year-round hours to about 50% of the current schedule.

We also looked at the required number of hours the law library must be open and the required level of staffing by contract. We may be able to staff the desk from within existing positions and/or with intern hours. It is felt we can achieve absorption of 2 positions.

Mr. Amdursky said although this will affect staff, he thinks we can avoid layoffs. It may require a multiple shuffle of staff to place bookmobile staff in order to place people with the qualifications needed in the open positions.

On the revenue side we are considering fines on juvenile and teen overdue materials; increasing fines on adult materials; higher fees for room rentals which would likely mean a

reduction of staff work; reconsidering reciprocal borrowing agreements with other libraries, and various efficiencies, though they often require an up-front cost (for example, we could replace our printing and time control system, which would be expensive to start with but would allow us to reduce the cost of our library cards used as debit cards by a considerable amount.)

The goal is to not punish the public and to maintain services at as high a level as possible. The biggest hits under the proposed plan are to the bookmobile and the law library. He asked for trustees input.

**Discussion:** Mr. Brown said the budget problem is largely driven by the drop in revenue from projections we received from the City of Kalamazoo, that the city's real growth is two tenths of one percent. We expected to be in the midst of our tightest budget years as a result of library construction bond repayment, but combined with the basically flat revenue we will receive next year from our largest taxing partner, the drop in revenue can only be dealt with by significant reductions that include positions.

Ms. Godfrey was concerned that some possible savings, such as dropping reciprocal borrowing agreements, raising meeting room fees, and instituting fines on materials for children and teens are at odds with philosophical positions taken by the board and/or commitments the board made. If it comes down to a question of mothballing bookmobile service vs. a combination of reduced service and "nickel and dime" savings from a number of areas that impact on desired philosophies, she would rather see the bookmobile mothballed and preserve those principles.

Mr. Brown noted the loyal clientele we have for bookmobile service and recalled a long board discussion about buying the bookmobile and building a garage to house it. We will not actually know what the final budget impact for 2003-2004 will be for a year since we do not get final numbers until May, and he wondered if that entails mothballing bookmobile service.

Ms. Godfrey pointed out we also have loyal clientele for the law library and branches; she does not want to nickel and dime other programs if they could be kept whole by eliminating bookmobile service.

Mr. Amdursky said that we would be hard pressed to bring bookmobile service back once it is mothballed. No matter what the funding level is, this service is the most expensive service we have and it would be competing with other needs. He wants to be sensitive to the needs of people who cannot get to a branch and thinks the budget can be adjusted in various areas without a significant hit to public service in the coming year. If we have more bad economic news next year, we probably would have to go right back to the bookmobile. If the news is better, we could add back a stop or two.

If we do mothball the bookmobile we can add back to the materials and insurance budgets and should be able to fill the 2.75 positions. We could make a strong case for mothballing it, but as managers we want to preserve what is essential for service delivery if possible. In addition, to make bookmobile cuts more palatable for the public, we need to make cuts elsewhere.

Ms. Godfrey asked if the CRO position needs to be filled and whether we need that three-person office more than a bookmobile.

Mr. Amdursky said he thinks we need it more than the bookmobile on the road full-time.

Mr. Brown said we are looking at about a 3.2% rate of growth for next year and wondered why we are so concerned about \$150,000 – 200,000. He asked if revenue growth will be reduced downward in the budget that will be presented to the board in June and expressed

his concern at having to consider cuts before having a budget to react to that is based on the best projections available.

Mr. Amdursky indicated that virtually the entire 3% growth will be eaten by increased costs. He is relatively certain all compensation dollars available for staff will be eaten up by increased insurance costs. Revenue is difficult to predict; unless it grows at a substantially higher level, we will have serious revenue flow issues. The budget is being developed, but he wanted to address the issues with the board ahead of time.

Ms. Godfrey said we are making up the \$150,000 revenue shortfall from unrestricted reserves this year, but next year in order to rebuild, we need to make some budget savings, which could be done by saving \$92,000 from a reduced bookmobile schedule along with savings from other areas. If the projections in the third year are worse than expected, we will have to make more cuts at that time.

Mr. Brown said when the director first brought up this issue, he asked if the board agrees the main goal is to protect jobs. He agrees that is the main goal if it is at all possible, but that the board needs to see a budget.

Mr. Amdursky said the first goal is service delivery, that lay-offs do not save money quickly, especially when the institution is self-insured as is the library.

**MOTION:**

**Ms. Godfrey moved and Mr. Brown supported the motion to return to regular session.**

**Roll Call Vote:**

Mr. Dykstra – yes; Mr. Brown – yes; Dr. Johnson – yes; Ms. Godfrey – yes; Dr. Brown – yes.



**MOTION CARRIED 5-0.** The meeting returned to regular session at 5:10 p.m.

Ms. Godfrey said that in order to accommodate the shortfall of revenue the budget reserve must necessarily be smaller than desirable. To demonstrate support, she introduced the following motion.

**MOTION: IT WAS MOVED BY MS. GODFREY AND SUPPORTED BY MR. BROWN TO EXPRESS SUPPORT FOR THE ACTION TO END THE YEAR WITH A LOWER RESERVE FUND THAN EXPECTED OR DESIRED.**

Mr. Dyskstra asked if the fund balance could drop so low it would become a cash flow issue; Ms. Schiller indicated that it would not.



**MOTION CARRIED 5-0.**

## **VI. COMMITTEE REPORTS**

### **A. Finance & Budget Committee**

Mr. Brown said the committee would meet soon to consider the new budget.

### **B. Personnel Committee**

Dr. Johnson received the trustees' annual evaluation input for the director. A recommendation will be brought to the next meeting.

## **VII. OTHER BUSINESS**

### **A. Directors Report**

Mr. Amdursky reported he and the two assistant directors recently attended the two-day Healing Racism workshop presented by the Woodrick Institute at Aquinas College in Grand Rapids. It addressed institutional racism, and how and why racism exists in the United States and requiring staff to attend has a real potential to improve service. All managers, union leadership and branch lead librarians will have attended by the end of the summer. It is expected we will send staff each year. Despite budget reductions, this is an important area to address in staff development.

The director hosted a meeting with Senator George who agreed to introduce legislation to amend state district library law and improve funding for public libraries.

Miller Canfield will locate an attorney based in White Plains, N.Y. to work on a contingency basis to obtain a refund from the booking agency that failed to comply with contract terms regarding James Earl Jones' visit to Kalamazoo in April.

Disposition: Trustees received the information.

## **VIII. PERSONS REQUESTING TO ADDRESS THE BOARD**

Terry Lason, Head of Loan and Outreach Services, told the board the Global Reading Challenge finals with Seattle were held on May 9. The teleconferenced event went very well. Both Kalamazoo and Seattle had very strong teams. Martin Luther King/Westwood represented Kalamazoo in the Challenge. Kalamazoo was the victor after three overtime tie-breakers. Close to 2000 4<sup>th</sup> and 5<sup>th</sup> graders participated.

## **IX. TRUSTEE COMMENTS**

There were no comments from trustees.

## **X. ADJOURNMENT**

Minutes of the Kalamazoo Public Library Board of Trustees Meeting of May 19, 2003, cont.

Hearing no objections, President Brown adjourned the meeting of the Kalamazoo Public Library Board of Trustees at 5:45 p.m.

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Doreen Thomas, Secretary